U.S. AIR FORCE
R·O·T·C

CADET SYLLABUS

AIR FORCE SCIENCE COURSE
AFSC 4302

AEROSPACE STUDIES
AS 400

NATIONAL SECURITY AFFAIRS

SPRING 2016

AIR FORCE ROTC DETACHMENT 003
THE UNIVERSITY OF HOUSTON

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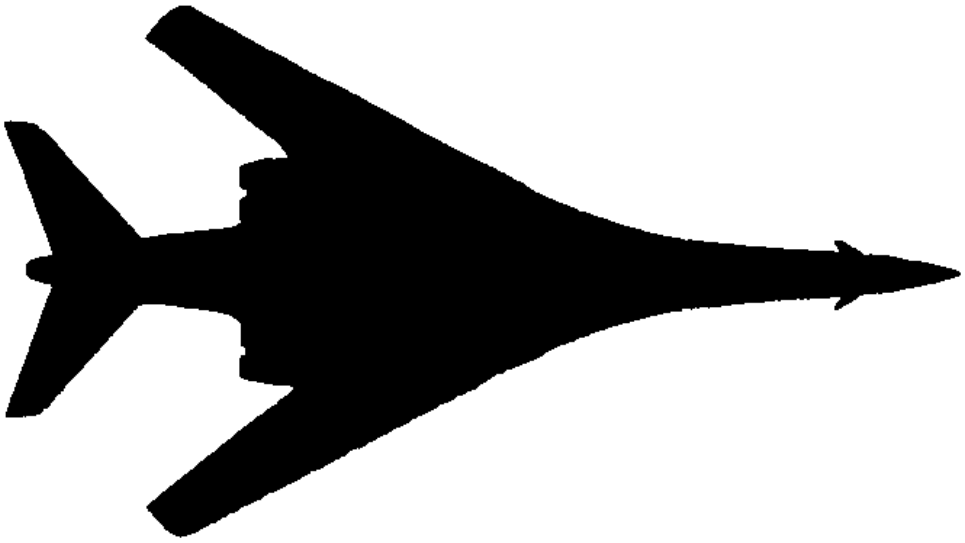

DEPARTMENT OF THE AIR FORCE
AIR UNIVERSITY (AETC)

20 January 2016

MEMORANDUM FOR ALL AS-400/PS-4396 STUDENTS

FROM: AFROTC DET 003/CC

SUBJECT: Spring 2016 AS 400/AFSC 4302

1. Welcome to the senior course of the Air Force Science curriculum! You are nearly out the door to begin your much anticipated Air Force career. Remember, the journey doesn't end here so I won't allow you to let up or slack off. If you do, you fail to demonstrate the desire and motivation necessary to become an Officer in the United States Air Force and you will be removed from the program. Seriously, this applies until the moment your raise your right hand—and then, you're under the UCMJ!

2. This course is Air Force Lieutenant 101! The course materials will primarily consist of handouts from me, guest speakers when appropriate, and a lot of self-investigation on your own. There is no perfect roadmap for operating on a base, solving the nation's problems, or simply being successful in your career. Each challenge is a unique opportunity which must be successfully navigating or you risk jeopardizing your career, or worse, killing innocents. Failure is not an option.

3. You have been provided a vast array of military courses, but I guarantee that this will be the most important one you'll ever take. I've designed it that way using feedback from myself and others whom I've had the honor to meet in my 24 year military career. I have totally and completely revamped the training objectives in preparation of your entering the active duty.

4. This syllabus is very detailed. Read it thoroughly. It will answer your questions about class policy, your responsibilities, the course goals, administration, grading, and course schedule. If you require additional information or clarification, please see me. As always, the initial syllabus is a guide to lead us through this course. Throughout the semester, the syllabus may be updated to properly display our progress as well as the injection of real world events.

5. As always, come to class well prepared and with an eagerness to learn! As you can't blow off your duty in the military, you can't blow off my class. Once again, Welcome! AS 400 is another step toward an incredibly rewarding career in the world's greatest Air Force and other national security career fields.

LYNN BENTLEY, Lt Col, USAF
Commander, AFROTC Detachment 003
Professor & Chair, Air Force Science

NATIONAL SECURITY AFFAIRS - AFSC 4302/AS 400
Administration

1. *TEXTBOOKS.* Textbooks will be provided via an electronic delivery format. You are not required to purchase any books for this course.

2. *TIMELINESS.* All students will be in their seats on time. Tardiness will not be tolerated. Punctuality and time management are essentials for all professionals. Be exceptional—not the exception!

3. *INSTRUCTION.* Academic classes will usually be conducted as a combination lecture and guided discussion. Small group exercises, guest speakers, and case studies will supplement the instruction. **Students must be thoroughly familiar with the reading assignments before class,** and be willing to share knowledge and personal views with classmates.

4. *CLASS PARTICIPATION* will be graded. NOTE: This grade will reflect your *active* involvement in the class, *not* just answering when called on by the instructor. **Students are expected to come prepared to actively participate in class discussions.** Non-attribution will be in effect for all classes (discussions in class will stay in class--share your thoughts but respect the opinion of others).

5. *(CADETS ONLY) COUNSELING/INTERVIEWS.* I will require each of you to meet with me at least once each semester to discuss your progress, desires, intentions, and problems (if any). I will advise you when to sign up with Mrs. Lisa Meza-Duran. As part of the Mid-term counseling, all Air Force cadets are required to bring with you a completed Det 003 Mid-Term Grade Form for each class that you are currently enrolled in minus AS-400. A copy of the form concerning this program is contained in this syllabus package for your use. It is your responsibility to make copies of the form and have them signed by each academic instructor prior to meeting with me.

6. *OFFICE HOURS.* If you need my assistance or wish to discuss the course, the Air Force, or anything else, feel free to drop by my office any time. However, it's usually best to call ahead and schedule a firm time. Our office hours are 0730 to 1700; someone is almost always here both earlier and later. Learning Support Services is another great resource for general academic issues. There is no reason to earn a low grade in this course. Be proactive and seek assistance early if needed.

7. *POLICY ON CHEATING AND PLAGIARISM.* Students who violate University rules on academic honesty are subject to institutional disciplinary penalties, including the assumption of course failure and dismissal from the University. While you have certain rights under the University system, the Air Force operates a separate screening program for selecting future officers and will not tolerate any form of academic or other dishonesty.

8. *CLASS TIME AND LOCATION.*
   Wednesdays 1000 to 1300, AFROTC Classroom, Garrison Room 116 in Garrison Gymnasium at the UH main campus. (The CME will be held at the Texas Learning and Computing Center—more information will be provided as we get closer or in the classroom).

DETACHMENT 003
STUDENT RESPONSIBILITIES

1. *CLASSROOM CONDUCT:*
   a. In the military and other national security career fields, when a ranking officer/ instructor/ambassador/cabinet secretary/etc. enters or leaves a room, it is customary for others to stand until further instructed by that senior leader.
   b. Once class has begun, attention will NOT be called for other officers of equal or lesser rank entering the room.
   c. You are not required to stand or raise your hand when contributing to class discussion; however you should properly address the instructor, e.g., "Sir" or "Lt Col Bentley."
   d. Address other classmates as "Cadet" or "Mr. /Ms." and their last name.
   e. Address our NCOs by their rank, e.g., "Master Sergeant" and their last name.
   f. Gum chewing is NOT PERMITTED in the classroom. Food and drinks are fine and given our class time snacks are ok but be lease be neat.
   g. **If <u>cellular phones and/or beepers</u> are brought into the classroom, they <u>must be silenced and stored out of sight</u>. If your cell phone rings in the class, I reserve the right to answer your phone call for you…No texting or surfing the web while in class.**

2. (CADET ONLY) *UNIFORM WEAR.* Wear your uniform properly and proudly. You must maintain grooming and weight standards to wear the uniform.

3. Civilian clothes are authorized for this class if it is conducted on a day other than Wednesday. Civilian clothes must be appropriate. Hats, tank tops, underwear type shirts, cut-offs, shower shoes, etc., are NOT appropriate.

4. *HAZING.* **Hazing is not tolerated by the Air Force or the University and is against Texas law**. Do not use your cadet position/rank to take advantage of or inflict cruelty on subordinates, including indignity, oppression, or deprivation of any right or privilege to which they are legally entitled. If there are any indications of behavior towards others that is not 100% compliant with Air Force policy and intent, I will pursue disenrollment.

5. (CADETS ONLY) *CONTRACT STANDARDS.* Contract cadets should be aware of membership requirements. Briefly stated, your requirements (refer to AFROTCI 36-2011 for more detail) are as follows:
   a. You must report all civil involvements (civil, military, or school law enforcement) within 72 hours.
   b. Unless it's your final term, you must maintain a full academic load (12 hours) and acceptable grades.
   c. You must also pass **all** AS courses with a "C" or better and pass LLAB which is graded pass/fail only based on attendance but does not affect your grade in AS 400.
   d. **Do not drop classes or change majors** without first talking to me.
   e. You must continue to meet physical fitness and weight standards.
   f. You must continue to meet medical standards--report any change ASAP.
   g. You must continue to meet Air Force standards of appearance, leadership, self-discipline, and behavior.

These are minimum standards. **The Air Force and other national security career fields are very competitive**. You should always strive to do the best you can if you wish to compete successfully!

DETACHMENT 003
Attendance Policy/Key Dates

1. *CLASS ATTENDANCE.* Proper attendance reflects a good attitude and a sense of responsibility--two key ingredients of professionalism. Therefore, I EXPECT YOU TO ATTEND ALL AS 400 CLASSES. All students (Cadet and Special Student) must attend a minimum of 80% of your scheduled classes for a passing final grade (12 of 15). A record of class attendance will be maintained.

- If you know you will miss a class, tell me as soon as possible. I WILL DECIDE IF THE ABSENCE WAS EXCUSED OR UNEXCUSED.
- Unexcused absences from class can result in a failing course grade, conditional membership, or disenrollment--but at minimum, WILL RESULT in a REDUCTION in your course grade.
- If you miss class unexcused when an exam is given or paper is due and do not turn in the assignment on time, you will NOT GET ANY CREDIT for the exam/assignment.

2. An absence may be EXCUSED when you are:
    a. Participating in an approved field trip or other official university activity (e.g., athletics, debate, music, theater arts, AFROTC physical, or AFOQT).
    b. Medically confined or sick, or
    c. Responding to an emergency (e.g., death in the family, automobile accident, etc.),

AND you notify your instructor **BEFORE** the class absence. There are very few situations when you cannot notify the instructor before the absence. Note: Oversleeping or studying for a test are not legitimate reasons to be excused. Excused absences still count against your 80% attendance requirement.

3. (ROTC CADETS ONLY) IN ALL CASES, you must submit a memorandum for record (MFR) in accordance with *The Tongue and Quill*, AFH 33-337, pp. 183-184, or the class will be automatically unexcused. If you miss a class, make sure I receive the MFR not later than the first class when you are back in attendance. As a professional courtesy, even if the absence will be unexcused, you should notify me in advance. For LLAB absences route the MFR to the Operations Officer. To schedule and get credit for a LLAB make-up, see the Operations Officer.

4. *KEY DATES: (Based on University of Houston School Calendar)*

20 Jan 2015	First Day of AS-400 Class
TBD	Base Visit
3 Feb	Last day to drop (without withdrawal) and receive a refund
9 Mar	Mid-Term Exam
1 Apr	Last day to drop and receive a W
14-19 Mar	Spring Break
27 Apr	Final Exam
6 May	Grades will be posted
15 May	Commissioning day after Commencement

AFSC 4302/AS 400
Grading Policy

1. Course Grades: Your grade in this class is based on your performance and your ability to demonstrate that you have the organizational skills and maturity to be commissioned in the United States Air Force:

	Event	Points
1.	Mid-term Exam	250
2.	Daily Topic Briefing	100
3.	Bullet Statement Exercise	100
4.	Draft EPR	100
5.	Draft OPR	100
6.	Quizzes	125
7.	Communication	100
8.	Class Participation	75
9.	Final	150
	Total	1100

- *Mid-term and Final Exams:* Will be objective tests on material presented in class and all assigned readings in your student reader from semester start to mid-term and from mid-term to final date.
- *Communication:* Communication grade is based on your professional communication which will be demonstrated when turning in all assignments. I will explain this to you in further detail but if you have any questions, please ask.
- *Participation:* This grade reflects your active involvement in the class--not just answering when called on.

CONTRACT GRADED:

99-100	A+	88-89	B+	78-79	C+	65-69	D
92-98	A	82-87	B	72-77	C	<65	F
90-91	A-	80-81	B-	70-71	C-		

2. *Learning outcomes/course goals.* Each student will:
    a. *Value the Oath of Office and Commissioning*
    b. *Comprehend the Principles of the Airman's Creed and the Code of Conduct*
    c. *Comprehend and demonstrate the importance of writing effective bullet statements in accordance with the Tongue and Quill.*
    d. *Know key elements of the Air Force feedback systems*
    e. *Know the significant accomplishments, contributions, and purpose of the enlisted force*
    f. *Know elements of the Enlisted Evaluation System*
    g. *Know the Air Force Officer Evaluation System*
    h. *Know the differences between the Enlisted and Officer evaluation system*
    i. *Comprehend the impact of evaluation concepts on subordinate development*
    j. How to properly arrive at your new assignment
    k. How to understand/manage your pay, SGLI, leave and DTS
    l. Understand the Air Force officer assignments system
    m. Understand the Air Force officer promotion system
    n. Understand and plan with the understanding that your first 60 days of active duty determine the initial path of your Air Force career regardless of rated or unrated.

AS 400 Lesson Schedule
Spring 2016

SESSION	LESSONS	Week OF	TOPIC
1	Intro 53 34 40	18 Jan	Introduction/Rules/Expectations The Oath of Office Code of Conduct Airman Comprehensive Assessment Process
2	38 39	25 Jan	Bullet Statements Bullet Statement Practicum
3	37 41 47	1 Feb	The Enlisted Force Enlisted Evaluation System NCO Perspective (SSgt Tyler & TSgt Griffith)
4	42 43 36	8 Feb	Officer Evaluation System Evaluation Concepts Civilian Personnel
5	50 45 46	15 Feb	Cyberspace Information Assurance (Read Only) Risk Management
6	49 51 48	22 Feb	Defense Support of Civil Authorities Nuclear Operations (Read Only) Air and Space Expeditionary Force
7	33 55	29 Feb	Military Justice Case Studies Ethical Decision Making Case Studies
8		7 Mar	***MID TERM EXAM******
--		14 Mar	**Spring Break—Yahoo!**
9	 53	21 Mar	Mid Term Analysis Air Force Portal/Briefings
10		28 Mar	*Assignments/Promotions/SURF/ADP/* *PRF/AMS*
11	59	4 Apr	TMO/Arriving at Base/ID Card/MPF/Registration/New Comers/Education Virtual Staff Ride
12		11 Apr	Military Pay/Leave/ SGLI/DTS/BAH/TSP/ Controlled Spend Account/
13	 61	18 Apr	First 60 Days Brief and The Oath of Office Airmanship
14	52	25 Apr	**Commissioning review and Final Exam**
15		2 May	**Commissioning Prep**
--		15 May	**Commissioning**

**Midterm Examination is a requirement. Any absences not previously coordinated with the instructor at least one week prior to the examination will result in a grade of zero. Traffic delays and other life events should be taken into consideration in your planning as to preclude showing up late or missing the exam. This exam will be treated as other UH final examinations when concerning conflicts, testing accommodations, etc.

MID-TERM GRADE FORM

FROM *(AFROTC Detachment)*	TO *(Name of Instructor)*		
University of Houston, Det 003			
NAME OF CADET *(Last, First, Middle Initial)*	SEMESTER	COURSE NUMBER	NAME OF COURSE

1. The cadet/student is a member of Air Force ROTC. This is a physically and academically challenging program that leads to a commission as an Air Force Officer upon completion of a Bachelor's Degree and ROTC program requirements.
2. Please provide the information requested below so that the cadet's potential for continuing in the AFROTC program can be evaluated. Your candid assessment is critical to the cadet's success. The student has voluntarily consented to the release of official records or information, as required. Only the student, authorized school officials, AFROTC detachment personnel, or DoD agencies will have access to the information. This information will be used for official Air Force business only.
3. 3. Because of contractual obligations, your timely response will be appreciated. The student's future could depend on your accurate appraisal of his or her performance and effort. Thank you very much for your assistance. Please call if you have questions regarding this inquiry.

RELEASE STATEMENT As an Air Force Reserve Officer Training Corps (AFROTC) cadet, I authorize release of all information concerning my academic performance as requested on this form to AFROTC personnel.

DATE

SIGNATURE OF CADET

SIGNATURE OF AFROTC DETACHMENT PROFESSOR	PHONE NUMBER	DATE
LYNN BENTLEY III, Lt Col, USAF	713-743-3707	

	YES	NO
Did the Student:		
Attend all class meetings?		
Complete all assignments?		
On time?		
Quality:		
Take all required quizzes and exams?		
On time?		
Prepare for class?		
Participate?		
Request outside help from you or your staff?		
Receive the help?		
Tell you he or she was having a problem?		
When?		
Does the student put forth a good faith effort to complete the course satisfactorily?		

WHAT IS THE STUDENT'S OVERALL PERFORMANCE IN YOUR CLASS THROUGH YOUR CURRENT GRADING PERIOD?

CURRENT LETTER/PERCENTAGE GRADE? _____/_____

WHAT WAS THE STUDENT'S ATTITUDE?

ADDITIONAL COMMENTS

TYPED OR PRINTED NAME OF PROFESSOR	SIGNATURE OF PROFESSOR